# Bellevue College

# Student Programs

# CLUB HANDBOOK

# 2018 – 2019

## Office: Room C 212 Student Union Building

## Telephone: (425) 564-6150



“BRUTUS” – the Bellevue College Bulldogs Mascot

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## Welcome to Student Programs!

The Office of Student Programs thanks you for getting involved at Bellevue College. Getting involved with Clubs and Programs are great ways to meet other students and become a part of the college community. Let our office provide the resources and opportunities to enhance your personal development.

The Club Handbook is to help you understand the procedures and policies so that your Club can plan events and activities.

The handbook is intended for information only and is subject to change. We will update the handbook and notify any changes or additions to this handbook by email the advisors and the Club Presidents.

We look forward to working with you!

Student Programs Staff

## MISSION STATEMENT

By enriching student life through leadership opportunities, personal learning and cultural experiences, Student Programs is committed to building a pluralistic and diverse campus community that fosters creativity, innovation and student success. We empower our students to contribute to our community as better world citizens.

## VISION

* We embody our core values in all that we do
* We are student focused
* We create an environment conducive to personal growth and building healthy communities
* We foster and encourage creativity and innovation
* We strive to model better world citizens through pluralism, professionalism and leadership

## STUDENT PROGRAMS CORE FUNCTIONS

* Student Life, Civic Engagement, Culture and Community
* Student Leadership Development
* Student Government, Organizations and Campus Governance
* Co-Curricular Activities
* Student Advocacy and Support Services
* Student Activities and Events Management

## NON-DISCRIMINATION STATEMENT

Bellevue College does not discriminate on the basis of race, color, national origin, language, sex, sexual orientation, including gender identity or expression, disability, or age in its programs and activities. Please see policy 4150 at www.bellevuecollege.edu/policies/. The following people have been designated to handle inquiries regarding non-discrimination policies: Title IX Coordinator, 425-564-2641, Office C227, and EEOC/504 Compliance Officer, 425-564-2266, Office R130.

## INTRODUCTION

Bellevue College and Student Programs recognize that student clubs contribute to the educational, social, recreational, personal and leadership development of students, as well as the campus community. The College and Student Programs recognizes that students should be free to organize and participate in voluntary associations of their choosing, subject to College policies and ensuring that such associations are neither discriminatory in their treatment of other members or the campus community nor operate in a manner which interferes with the rights of others.

## SERVICE AND ACTIVITIES (S&A) FEE

Student Programs is funded entirely from a Service and Activities (S&A) Fee that, by law, comes out of credit tuition for supporting student-based programs.

A Service and Activities fee committee (S&A Committee) is a committee comprised of students, staff and faculty that approves allocation of funding from the Service and Activities Fee.  The S&A Committee is presented with budget requests by Program Directors and Club Advisors and makes budget recommendations. The annual S&A budget is approved by the Bellevue College President and authorized by the Board of Trustees.

Who determines the S&A Fees?

The fee amount each year is determined by the college President and the Board of Directors.  The S&A Committee is provided with projections for the following academic year, the business office and based on this information can increase the S&A fees (as permitted by Washington Administrative Code (WAC) or choose to leave the current amount.  S&A fees may not be lowered.

The S&A Committee approve and submit the budget to ASG for review and comments.  After approval from ASG, it is presented to the Board of Trustees.

S&A Committee

The Committee meets each spring and is comprised of:

One administrator

Four students

One Faculty member

One classified staff member

Submitting proposals

All program advisors will receive an email early in the calendar year prompting them to submit a Budget Proposal to the S&A Fee committee. S&A Committee will meet in March or April and programs will have a chance to present their budget proposal.

## WHO’S WHO IN STUDENT PROGRAMS

Student Programs is a unit of the Student Affairs Division. Below are the staff:

**Michael Kaptik, Dean of Student Life and Leadership**

Oversees Intramurals, Athletics, Housing, and Student Programs.

Email:  michael.kaptik@bellevuecollege.edu

Tel: 425 564-2752

**Vacant position, Director**

Oversees the Office of Student Programs.

Email:

Telephone:  425 564-6151

**Nora Lance, Associate Director**

Oversees daily operations of Student Programs

Email: nora.lance@bellevuecollege.edu

Tel: 425 564-2330

**LaMeshia Reese-Taylor, Leadership Advisor**

LaMeshia supervises Associated Student Government and Office of Student Legislative Affairs and is in charge of student development.

Email:  l.reese-taylor@bellevuecollege.edu

Tel:  425 564-6054

**Hristo (Chris) Stoynov, Program Manager, Student Programs Finance**

Chris manages all finances and risk  for the clubs, programs and the department. Chris is the backup support for Lyneen.

Email: hstoynov@bellevuecollege.edu

Tel: 425 564-6152

**Lyneen Patnoe, Program Manager, Student Programs Travel**

Manages all aspects of travel for clubs, programs and the department.  She is the backup support for Chris.

Email:  lyneen.patnoe@bellevuecollege.edu

Tel: 425 564-2385

**Abby Lynn, Coordinator for Clubs and Programs/CAB Supervisor**

Abby supports student-funded clubs and programs with their events & activities, leads club orientations, and supervises the Campus Activities Board.

Email: abby.lynn@bellevuecollege.edu

Tel: 425 564-6032

**Amy McCrory, Supervisor, Business and ID Center (Formerly PALS Center) and Student Programs Front Desk**

Amy supervises the Business and ID Center and the Student Programs Front Desk.

Email:  amy.mccrory@bellevuecollege.edu

Tel: 425 564-5091

**Tess McMillan, Website Manager**

Tess manages the Student Programs websites and forms, online applications, social media, and SharePoint.

Email:  tess.mcmillan@bellevuecollege.edu

Tel:  425 564-5084

**Lisa Salkind, Watchdog Program and Advertising Manager**

Lisa manages advertising and directs the daily operations of the Watchdog student newspaper.

Email:  lisa.salkind@bellevuecollege.edu

Tel: 425 564-2434

**Cathy Thruelsen, Volunteer Center (Formerly Peer 2 Peer) Coordinator**

Cathy supervises the Volunteer Center and manages the BC Food Pantry.

Email:  cathy.thruelsen@bellevuecollege.edu

Tel:  425 564-2137

**Jose “Skip” Sampelayo, Adjunct Faculty, Leadership Institute**

Skip teaches the Student Programs HD Leadership classes and co-leads workshops at the Summer Leadership Retreat.

Email:  jose.sampelayo@bellevuecollege.edu

Tel: 425 564-3103

**Aaron Day, Adjunct Faculty, Watchdog Advisor, Leadership Institute**

Aaron advises the BC newspaper "The Watchdog" and also facilitates the monthly "Cookies and Learning" seminars.

Email:  aaron.day@bellevuecollege.edu

Tel: 425 564-2435

## CLUBS & PROGRAMS

Clubs are student associations formed around interests. They exist for a year and, if there is continued interest, must be rechartered each year. Programs are co-curricular student associations that are affiliated with a department or campus initiative, and are funded each year by S&A allocation. The Associated Student Government is responsible for chartering the clubs.

### ASSOCIATED STUDENT GOVERNMENT (ASG)

The purpose of the Association Student Government of Bellevue College Board of Directors is to act as the voice for the students of Bellevue College and ensure student participation in college governance, while being committed to building a pluralistic and diverse campus community. It is the responsibility of ASBC Student Government to:

* Provide representation of student interest, needs and well-being within the college community
* Provide opportunities for individual leadership development and for group participation;
* Initiate and coordinate student activities;
* Foster collaborative and cooperative relationships among the students, faculty, staff, administration and community
* Affirm and support the Bellevue College Mission, Vision and Value statement.

ASBC is fully supported by BC staff, faculty, administration, and trustees. Students who participate in student government help establish campus policies and procedures, allocate the services and activities fees, have the opportunity to serve on college and student committees, and evaluate student programs and services to meet the changing needs and interests of the students.

**ASG positions:**

**President**

The President is responsible for the leadership and guidance of the ASG. The President is responsible for working within the guidelines as set forth in the ASG Constitution and By-Laws, and for representing the best interest and needs of the Bellevue College student body, working collaboratively with the staff, faculty, administrators, Board of Trustees, and constituents around the state to advocate on behalf of students.

**Vice President**

The Vice President is responsible for assisting and/or performing the duties of the ASG President in their absence. They aid the President in ensuring the projects a completed and moving forward.

**Secretary**

The ASG Secretary is responsible for meeting minutes and notes for general assembly and executive meetings.

**Treasurer**

The Treasurer is responsible for having a working knowledge of all ASG assigned budget accounts and handling procedures. They serve as student steward of the ASG budget and chairs the Service and Activities Committee, working closely with Student Programs Staff to manage the expenditures funded by services & activities fees, and assists student organizations with budget management. They meet with groups to discuss funding options, help students fill out funding request forms, and ensure the student government operates from a healthy financial position throughout the academic year.

**Public Relations Representative**

The Public Relations officer is responsible for the production of ASG publications, with the goals of promoting ASG and ASG related activities within the college community. Responsible for marketing Associated Student Government events, activities, goals and projects.

**Social Responsibility Rep**

Social Responsibility Representative is responsible for environmental and social stewardship. They collaborate with students, college, and community organizations to facilitate a more socially responsible world.

**Emerging Technology and Entrepreneurial Representative**

The Emerging Technology and Entrepreneurial Representative is responsible for ensuring technological resources are updated and available for BC student’s success and for assisting students who wish to pursue entrepreneurial enterprises while on campus.

**Event Representative**

The Event Representative is responsible for maintaining open communication between the Associated Student Government and student clubs and programs. The ASG Event Representative develops and supports the social, educational and cultural enrichment of the student body. They work closely with ASG leaders to develop college-wide events (i.e., Dr. King Celebration, Disability Awareness Day) as needed and serves as event Master of Ceremony.

**Legislative Affairs Representative**

The Legislative Affairs Representative works collaboratively with the Office of Student Legislative Affairs, Bellevue College administration, faculty, staff, the Washington Student Association, the Washington State Community and Technical Colleges Student Association (WACTCSA), and state/federal government representatives to represent students on student legislative issues. The ASG Legislative Affairs Representative interprets and upholds the ASBC Constitution and the ASBC Bylaws and the additional policies that pertain to ASG. Primary responsibility being to maintain order within an organization at all times and enforce the rules. During the meetings, it is the responsibility of this person to make certain parliamentary procedures are adhered to.

## OFFICE OF STUDENT LEGISLATIVE AFFAIRS (OSLA)

**Policy Coordinator**

Develop and implement annual legislative agenda and guiding principles, in association with student advocacy groups and governing by-laws.

**Community Relations Coordinator**

The Community Relations Coordinator manages campus organizing efforts of the Office of Legislative Affairs by building, coordinating, and managing volunteer teams to engage Bellevue College students in civic involvement.  The Coordinator implements grassroots lobbying efforts with the use of social media, emails, newsletters, and community building.

**Local Liaison**

Build a legislative agenda for Bellevue College and communicate the agenda with other student advocacy groups and local governments.

**State Liaison**

Represent Bellevue College in Olympia during Winter Quarter (position lives in Olympia).

## CO-CURRICULAR AND AFFINITY PROGRAMS

**American Sign Language (ASL)**

Seeks to spread the awareness of ASL and the deaf culture to the school and community.  We aim to provide a positive and fun learning experience for those are learning the language.

**Arabic Culture Student Association (ACSA)**

Develop deep understanding of the diversity of the Arab world, its cultures, history and contemporary issues by engaging Arab and Non-Arab students in discussions aimed to develop knowledge and bridge cultural gaps through learning and community activities.

**Asian Pacific Islander Student Association (APISA)**

Provides a platform for students who identify with Asian-American, Asian and Pacific Islander heritages to share their experiences. By fostering the interactions and developing strong boands, APISA strive to support and connect the students of our diverse campus through the celebration of our many cultures. And most importantly, we aim to raise the voices and concerns of API students in the Bellevue College Community.

**Bellevue College Association of Veterans (BCAV)**

The Bellevue College Association of Veterans serve and help student veterans develop into better individuals in a learning environment through educational awareness, positive interactive school events, and other resources which help improve their academic success within our diverse multicultural environment.

**Black Student Union (BSU)**

The mission of the Black Student Union is to create and disseminate education, support, visibility, resources, and awareness about Black Student Union issues to students, employees and members of the BC Community.

**Business Leadership Community (BLC)**

To create an exciting learning environment where high standards are set for students: while we maintain a high retention and high achievement: al students are welcome, diversity is valued and inclusion is the norm; and our graduates excel in further studies and their careers. The goals of the BLC are to support students through the Business and Economics Study Center, and writing and other presentations that prepares students for admissions to selective business schools.  The writing assessment seminar have been credited with raising the scores of our multilingual students by 16%.

**Choral Music Activities Program**

The Choral Music Activities Program and the Bellevue College Music Department fosters creativity, artistry, aesthetic sensitivity and intercultural learning among the college’s diver student body and the wider community, preparing students for baccalaureate music studies and offering everyone, regardless of musical background, high-quality opportunities through performance and academic music study.

**Civil Rights Pilgrimages**

To provide high impact, experiential learning opportunities for BC students who are interested in Social Justice and Civil Rights. In the past we have traveled to the deep south to focus on Civil Rights and the American South and Northern Ireland to do comparative studies on Civil Rights.

**Dance Company**

To promote better understanding and appreciation of the language of dance as a art form while offering non-dance students, faculty, staff and the general community the opportunity to see quality dance in a variety of style.

**Digital Media Arts (DMA)**

Committed to bringing industry professionals to talk to and network with students.  Increase students; social opportunities in a way of jobs and internships with digital design companies.

**Distributive Education Clubs of America (DECA)**

Provides first hand management experience in the areas of business, marketing, hospitality services and finance.  It develops critical thinking skills that many employers have identified as the most in demand training for recent graduates.

**Drama Productions**

Engage all the theatre students those in acting, design, tech, state management, directing and administration as well as the college community as a whole in the art, craft and culture of live theatre.

**El Centro Latino**

To share the Latino and Hispanic culture while welcoming different global values with our students and the community that surrounds us.  We aim to be a vibrant support of the BC community through our open, fun, and caring environment.  As a group, it is our ambition to further expand the knowledge of the Latin American culture and support Latino and non-Latino students through leadership in achieving our academic and professional goals as a community.  El Centro Latino provides cultural programs that foster and promote leadership within the community as well as acadmic excellence and personal success for Latino students and community members.  It also offers advocacy, resources, and assistance for Latino student groups.

**Gallery Space**

The Gallery Space is dedicated to providing campus and community with the opportunity to view high quality artwork from a multiplicity of backgrounds, style, and media.

**International Student Association (ISA)**

We strive to encourage and support diversity on our campus, and we aim to increase the appreciation of cultures, traditions, customs, and languages of global communities among our fellow students. Through this awareness and by working together on activities, cultural events, and volunteer opportunities, we build life-long friendships and respect for one another.

**Instrumental Music Activities**

Fosters creativity, artistry, aesthetic sensitivity and intercultural learning among the college’s diverse student body and the wider community, preparing students for baccalaureate music studies and offering everyone, regardless of musical background, high-quality opportunities through performance and academic music study.

**Interior Design Student Association (IDSA)**

An organization that meets the needs of a diverse student body of a profession 4 year program.  These needs are building community within the department and the profession recognizing diversity, promoting our student work, and expanding the interior design education.

**Lesbian, Gay, Bi-Sexual, Transgender and Queer (LGBTQ) Resource Center**

The Resource Center creates a safe, inclusive, and affirming campus that encourages academic success and personal growth for the Bellevue College community through education, advocacy, and support.

**Model United Nations (MUN)**

Educates students about the work the United Nations, builds skills in diplomacy and provides a diverse group of informed students a forum for addressing issues of global concern in a “real world” context.  Participants represent a country’s interests at local, national and international MUN conference, including the prestigious National Model United Nations conference in New York City.

**Nursing Student Association (NSA)**

To develop and mentor students prior to becoming registered nurses, towards leadership roles within the profession of nursing, teaching standards, ethics, and skills that students will need as responsible and accountable leaders of the profession

**Phi Theta Kappa (PTK)**

The promotion of scholarship, the development of leadership, and the cultivation of fellowship and service among qualified students of Bellevue College. The Bellevue College chapter is Alpha Epsilon Rho.

**Radiation and Imaging (Collimators)**

Educate students on the program and opportunities within the program and supporting individuals in their quest to receive a BAS in Imaging science with a focus on Management, Technology, Dosimetry or Nuclear Med.

**RISE Learning Institute**

The RISE Learning Institute works with all corners of Bellevue College, as well as with the surrounding community, to enhance learning opportunities for BC students and support growth opportunities for BC faculty.

**Speech and Debate Society**

One of the flagship competitors for the school, we compete Division I, nationally and are high profile. Speech and Debate is one of the most educationally powerful academic tool in existence and employers realize that uniformly.

**Stage Fright**

Supports and enhances the Theater arts programs at Bellevue College by providing opportunities beyond the scope of the college program.  These include opportunities to write, direct, design, perform, learn new theatrical skills, compete for scholarships and experience a variety of theater and meet professionals in the field.

**Telos Student Organization (TSO)**

TSO participates in life-long learning and offers a social component to create fellowship and sense of community among students who engage in the Telos program.

**The Watchdog**

The official student newspaper of Bellevue College. The Watchdog publishes in print and online, and covers campus and community news.

## SUSTAINABILITY

We strive for a sustainable campus, curriculum and leadership community. Sustainability includes:

**Student Environmental Sustainability Fund**

SESF is the Student Environmental Sustainability Fund that students contribute $1 per credit, for up to 10 credits, each quarter. This fund is available for faculty, students, and staff to create positive environmental and social change on campus through initiatives, projects, events, and more! Learn how to fund your idea by visiting <https://www.bellevuecollege.edu/sustainability/who/sesf/>

**Environmental Advisory Committee**

This committee, made up of students, faculty, and staff, assists in identifying strategies and resources for effectively advancing the College’s sustainability goals, as well as providing oversight and advocacy for student and faculty led subcommittees, programs, and clubs.

**The Office of Sustainability**

The Office of Sustainability develops and implements projects, programs, and initiatives that foster a sustainable campus, curriculum, and leadership community. Along with working on social justice issues, this office largely tackles waste, transportation, energy and water issues in order  to conserve natural resources and reduce the College’s greenhouse gas emissions. You can get involved by seeking a Sustainability Concentration, finding job and volunteer opportunities, or by creating your own project and applying for funding from the Student Environmental Sustainability Fund. To see what’s happening on campus and ways to get involved with sustainability visit [www.bellevuecollege.edu/sustainability](http://www.bellevuecollege.edu/sustainability) or email Sustainability@bellevuecollege.edu

## KEY STUDENT PROGRAMS EVENTS

### WELCOME FAIR

The Welcome Fair is held during the opening week of each quarter except Summer quarter. Club members staff informational tables to provide information about their club, talk with students, and recruit new club members. Each club is highly encouraged to participate in the Welcome Fair to promote the club to the campus community and recruit new club members. The Office of Student Programs organizes the quarterly Welcome Fair. To participate in the Welcome Fair clubs contact the ASG Events Representative.

### VOLUNTEER FAIR

The Volunteer Fair is held in Fall and Spring quarters, and brings local non-profit organizations to campus to recruit for volunteers. This is an opportunity for students to add to their resumes, get involved in their local community, and learn about various non-profit businesses and organizations. The Volunteer Fair is organized by Peer to Peer.

### MID-YEAR RETREAT

The Mid-Year Retreat is held at the end of Fall Quarter, with a new emphasis each year. Students are invited to learn about themselves, leadership topics, and expand their knowledge and skills in working with others and solving problems.

### SUMMER LEADERSHIP RETREAT

The Summer Leadership Retreat is held at the end of Spring Quarter at Camp Casey Conference Center on Whidbey Island. The three-day retreat offers students a chance to learn fundamental leadership skills such as communication style, developing empathy, thinking ethically, plus engaging in many fun activities, including a ropes course and other events.

## BUDGETS AND FUNDS

Check your club or program budget online at <http://bellevuecollege.edu/stupro/organizations>. For any questions about budgets and finances, please contact Chris Stoynov.

## CLUB CAUCUS

The club caucus is designed to allow clubs to network with other clubs, share ideas, information and plan events. The club caucus will provide you with information about ideas for events and fundraising, project proposals and ASG funding (subject to affirmative vote of a quorum of ASG board of directors), as well as policies and procedures. The ASG Event Representative organizes and chairs the Club Caucus. It is mandatory for clubs to have at least three to five representatives attend in order to stay in “Good Standing” (see Club Status).

Absences from Club Caucus

When a club is not represented at the caucus, the club is subject to falling into “Inactive” status and funding may be suspended or denied.

## STARTING A NEW CLUB?

To start a new club:

1. Find five currently enrolled BC students who share your interest in starting the club. You should schedule a meeting prior to club submitting the application in order to generate interest in your proposed club. Discuss a mission, a club constitution, and election of officers. Proposed clubs are welcome to schedule one meeting in a Student Programs meeting room. Contact Student Programs Front Desk staff.
2. Find a BC staff or faculty member who is willing to advise your club. If you cannot find an advisor, email or schedule an appointment with Abby Lynn or Nora Lance to see if they can find an advisor for you.
3. Review the Club Charter application located online <http://bellevuecollege.edu/stupro> and submit your charter. You should receive notification of chartering within a week.
4. Once your club is chartered, your officers and club advisor/s will need to attend a mandatory Orientation. You may attend a scheduled Orientation individually or with your club members. If the schedule Orientation does not work with your schedule, email Abby Lynn for alternate date/time.

## RECHARTERING A CLUB?

To be an officially recognized club at Bellevue College, you must charter annually. Clubs are officially chartered by the Associated Student Government. To re-charter a club:

1. Complete a Club Charter form (online at http://bellevuecollege.edu/stupro)
2. Attend a club orientation with advisor and club officers. Club orientations are scheduled each quarter at various dates and times. If you miss a club orientation but still need activation, please email Abby Lynn.
3. Clubs are active July 1 through June 30 (fiscal year) Club charters expires on June 30. Clubs may submit a new charter beginning on July 1.

## CLUB STATUS

There are different types of Club Standing a club can fall under, such as: inactive; active (chartered); good standing, or proposed club. A club’s standing may affect the club’s resources and funding.

Inactive Clubs

Previously chartered clubs are considered “inactive” if they have not attended a club orientation and have not submitted a Club Charter Form.

 “Active” Chartered Clubs

Chartered clubs have attended the club orientation with their advisor and club officers, have submitted a *Club Charter Form* and have a club constitution on file with Student Programs. The Associated Student Government (ASG) officially recognizes these clubs. The chartering process allows clubs to request funding from ASG for their events but the charter does not guarantee allocation of funds.

Good Standing Clubs

Chartered Clubs are given “good standing” status automatically upon becoming chartered. Maintaining “good standing” will require the club to:

* Follow Club policies and rules outlined in the Club Handbook, ASG Constitution and ASG Financial Code.
* Approved Club Constitution and By-Laws
* Have a consistent membership of five (5) or more active members and at least one advisor.
* Required to table on campus at least three times per quarter (Fall, Winter and Spring quarters)
* Have at least three to five members attend the Quarterly Club Caucus.

## CLUB OFFICER & ADVISOR ROLES

Club Constitution & Membership Guidelines

Each club’s individual Constitution and By-Laws shall outline the policy and procedure regarding membership, club mission, officer selection and officer roles. Clubs should review their constitution annually. Clubs must submit their Constitutions annually with each re-charter to ASG and the Office of Student Programs.

Club officers and voting members shall be limited to currently enrolled Bellevue College students. Alumni, non-BC students, and community partners may be member of a club but will not have any voting rights.

It is the club’s responsibility to notify Student Programs of any change in the club’s Constitution, change of officers or Advisor, name change and/or mission. The club will need to re-charter for any changes.

Club members should work with their advisor to:

* Review club Constitution, By-laws and budget.
* Establish club meeting dates and times.
* Elect/Select club officers.
* Discuss upcoming events.
* Discuss and approve club expenditures.
* Discuss fundraising.

**What is my Club Advisor’s Role?**

All clubs must have a staff or faculty club advisor. To become an active club the Club Charter form must be completed. The advisor’s name must be recorded on this form as well as their signature. At any given time, staff and faculty may only be an advisor for a maximum of two clubs. Student Programs will contact new advisors for a Club Advisor Orientation. There are many faculty and staff would like the opportunity to engage with clubs. To this end we are moving towards limited faculty and staff to advisor one club only.

The Club Advisor is an integral part of the organization. Their goal is to cultivate student enthusiasm and initiative and ensure realistic goals are kept. The Advisor assists the officers and the members in the shaping of the club by:

* Motivating the organization
* Provide a history of the club and knowledge of previous successes and strategies
* Introducing new ideas and perspectives to help the club continue to grow and expand
* Mediation and guidance
* Keeping the organization focused on its goals

Advisor Expectations

* Attend scheduled meetings and participate as appropriate
* Serve as a “coach” to individual student leaders
* Conduct regular one-on-one meetings with the President
* Attend events and activities sponsored by the Club after business hours
* Mentor students in the recruitment and election/selection of officers, ensure elections are well promoted and are fair
* Coaching the officers in the principles of group organizational practice
* Acting as a resource person for acquiring outside speakers and activities for the club.
* Help the club in record keeping

Advisors need to designate an interim advisor when they are on sabbatical or on extended leave.

**Scheduling Meetings**

**Booking C103, C211 and C225**

To book a meeting room go to: <https://forms.bellevuecollege.edu/stupro/reserve-room/>. Staff at the front desk in Student Programs can schedule C103, C211 and C225 located in the Student Union Building for club meetings.

Scheduling is first come, first served. The room can only be scheduled one quarter at a time. C225 is not available for meetings involving music, dance, or loud games. Reservations for the next quarter can be made during the last two weeks of the current quarter. If you need to use the plasma screen in the meeting room, you will need to leave us your BC student ID or driver’s license for the duration of the room use.

When using any of the meeting rooms, you must replace all furniture and accessories in their original locations before you leave, and you need to return any remote devices to the Front Desk.

If you want to book rooms outside of the Student Union Building, be sure to use the reserve room link at:

<https://forms.bellevuecollege.edu/stupro/reserve-room/> This form is also used if you need a classroom. Just note that we work with the Events Office and may take a longer time to confirm the room reservation.

Club members should be booking the rooms **NOT** advisors so that the rooms are booked under Student Programs and not the individual faculty or staff. Must the full name of the club, not abbreviation, the purpose of the meeting, anticipated number of people who attend and full BC email of the student booking the room.

## HONORARY MEMBERSHIP GUIDELINES

Community members may participate in clubs by invitation only, and are not permitted to:

* Represent the club in any fashion either on or off campus. Initiate or expend club funds, such as but not limited to utilizing club funds for travel, making copies, etc.
* Utilize campus resources on behalf of the club.
* Hold office, vote or serve in any leadership role.
* Enter into any agreements on or off campus on behalf of the club.

The club has the authority to revoke the invitation of a community member at their discretion.

## EVENT PLANNING

Planning events is considered a learning activity, a requirement of S&A funding. Student Programs is required to measure the outcomes of your participation in events. When planning your event, discuss the following with your club members and your advisor:

* Why are you having this event?
* What are your outcomes?
* Who is your audience?
* What is your budget?
* Do you have enough interested members?
* Where will the event be held?
* Are there any risks involved?
* Is it a good time to hold your event (is it during finals week? Is it a school holiday that day?)
* Are there any conflicting events?
* Did you talk it over with your advisor?

To calculate an estimate of the cost of your event, contact Abby Lynn or Nora Lance. There are many costs that you may not be aware of that need to go into your planning. In addition, consider talking to Abby or Nora about the many decorations and supplies that Student Programs already has stored that are available for you to use for free.

It all starts with a Project Plan

Project plans are an online form, located at <http://bellevuecollege.edu/stupro/forms>. There is a pdf copy containing the questions you will need to answer for your project plan. We **DO NOT** accept paper copies of the project plan; only the online version is accepted. If you need to submit the project plan in alternate form, please meet with Abby Lynn or Nora Lance and we will submit the online form together with you.

Prior to submitting your Project Plan, your club must plan accordingly to match our timeline listed below.

Timeline for Student Programs to process your Project Plan:

 Meeting room request: C103, C211 and C225 One day

 Room request: (For meeting, classroom, computer) Five days

 Tabling – C lobby lounge: One day

 Tabling – the rest of campus: Three days

 Tabling – off campus: Three weeks

 Free Speech Zone tabling – no resources One day

 Free Speech Zone Clubs – tabling with resources Three days

 (Tabling requiring tables, tents and chairs)

Events and activities on campus: Three weeks

Events and activities off campus: Three weeks

Food – Food Services – Internal Three weeks

Food – Catering, restaurants, external Three weeks

Food Hander’s Permit Two weeks

Contracts (Performance, rental, purchases Six weeks

Fundraising on campus - bake sales, drawings, guessing games,

Merchandise sale, tangible sales Three weeks

Fundraising off campus – Project plan with idea requires approval

Of Student Programs. Do not contact the BC Foundation

without permission from Student Programs Four weeks

Travel – Driver’s Training Two weeks

Travel - Local Two weeks

Going to parks, local attractions, volunteering off-campus

No air or hotel and less than 15 people

One-day travel in Western Washington

Travel – Washington/Oregon Four weeks

Involving overnight stay and Ground travel

Possible RISK Management Meeting attendance

(3rd Tuesday of every month)

Travel – Out of state Eight Weeks

Involving overnight stay and Ground/Air travel

Possible RISK Management Meeting attendance

(3rd Tuesday of every month)

Travel – International Twelve Weeks

Involving overnight stay and Ground and Air travel

Required RISK Management Meeting attendance

(3rd Tuesday of every month)

 Passports, Visa’s, Air and Medical Insurance

Performance Contracts or other Contracts Six Weeks in advance

 Examples: DJ, Speakers, Performers, Honorarium

 Vendors, Equipment rentals.

Students and advisors may not sign contracts.

We will not accept late project plans nor will we make accommodations for missing deadlines. The timelines are in place to ensure all parties on campus are able to perform their duties in a timely basis.

Who can submit a Project Plan?

The project plan must be submitted by a BC student who is a member of an active club or program.

This is **YOUR** Event and Activity

Your Advisors are your primary resource in planning your clubs’ or programs’ project or event. Please work with them prior to submitting a project plan. When in doubt **ask!** Student Programs staff are available for advice only and will NOT be doing the work for your event. Your event must be planned, organized, and executed by your club or program. Events and activities are for students by students.

Community Partners

Community partnerships are great for clubs and programs. They provide leadership and assistance with your events and activities. Examples of community partners are national or local affiliated organizations where the club is a member or chapter.

*Reminder*: STUDENTS must submit all project plans and lead the work effort. Community partners CANNOT submit project plans or take the lead in managing your event/activity.

What happens after I submit the Project Plan?

* An event coordinator will review your project plan and approve or reject it.
* The event coordinator will contact you to discuss the details of your event.
* The event coordinator will book the room, discuss planning details, publicity and costs with you.
* If food is involved in the event, work with Abby or Nora. We will coordinate with you to order food from Food Services or from one of the food caterers approved by Food Services.
* After approval, work with Chris Stoynov for purchases and Lyneen Patnoe for travel. We prefer to use the school procurement card (P-card) for online purchases and local purchases when possible. You must receive approval from us for all purchases, even those you wish to make yourself. If you purchase a pre-approved item with your own money, you must bring us your original receipt within 10 days of the purchase (make a copy for yourself) in order to be reimbursed. No exceptions.

## ACCESS TO FUNDING

Clubs

Once clubs are chartered, clubs are required to maintain at least five currently enrolled BC student members and a staff or faculty advisor in order to have active status and have the opportunity to request funding from ASG.

Programs

Programs must use their allocated program funding first for any events or travel planned. Once they exhaust their allocated funds, Programs can request funding from ASG.

Funding Request

The funding request process gives chartered clubs and programs an opportunity to request funds to sponsor an event. Find the Funding Request online in the Student Programs Forms library at http://bellevuecollege.edu/stupro/forms

* + - 1. Discuss events with club members and advisor
			2. Submit Project Plan on-line
			3. Meet with the Event Coordinator to discuss of cost of the event/activity and sign off on the request
			4. Submit Funding Request (Application is available at the Front Desk)
				1. ASG Treasurer will notify you about the receipt of the Funding Request and schedule a meeting to answer any questions
				2. ASG Treasurer will contact you as to when your club will want to be on their agenda to present at the Student Council Meeting (Board of Directors Meeting)
			5. The Student Council (aka Board of Directors) will vote to approve, deny, partially fund or table the request.
			6. Have your event/activity and have FUN!!!
			7. You are required to return to the Student Council Meeting agenda to report on the event

## CLUB STANDING VIOLATIONS

Examples of violations

Not following the club constitution (for example, not holding elections, or holding secret meetings.)

The club is not open to all BC students. Please note that there are programs that do have additional requirements for eligibility to participate. Example: Phi Theta Kappa, national honor society requires a high GPA.

Holding events without approval or submitting project plans.

For policy/rule breaking:

1. A warning shall be issued describing the violation. The club will be given 14 days to resolve the problem.
2. If the problem is not resolved within the 14-day period, the Student Council will be advised of the problem.
3. If the problem has not been resolved, then a simple majority affirmative vote by the Student Council will result in the club being deemed inactive and the club will be notified within five business days.
4. Any club deemed inactive shall remain so until all violations have been corrected and approved by Student Council, Director of Student Programs or the Dean of Student Life and Leadership.

## RELIGIOUS CLUBS/POLITICAL ORGANIZATIONS

All Bellevue College clubs are invited to apply for funding, including religious and political organizations; however, due to federal and state constitutional requirements, any activity which involves religious worship, exercise or instruction cannot be funded by S&A funds. Such activities can be funded by club fundraising. Student funds may be used for very specific legislative activities, such as supplies for voter canvassing, or renting busses to visit Olympia. Contact Abby Lynn for more information regarding religious club activity and funding.

## CLUB & PROGRAM STORAGE

All supplies purchased using S&A funds must be stored on campus. Student Programs has **very limited** storage space. There are some hallway cabinets but not enough for all clubs and programs. Please keep storage issues in mind when purchasing items for your club.

How do you get storage?

At the end of the school year, on June 30, Student Programs empties out all hallway cabinet storage. All food items are discarded or donated, and items that cannot be reused are discarded. Clubs may apply for storage at the beginning of the year.

## CONTRACTS

Contracts are used when hiring a performer or a speaker or renting equipment for your event. The process of completing state contracts is lengthy and may require six weeks or more. Students or advisors are not authorized to sign contracts.

Any project plan involving a contract must be submitted at least six weeks in advance of the event.

## GIFTS

## RAFFLES vs DOOR PRIZES

Gambling is prohibited. Raffles by definition under the Gambling Commission is defined as gambling (RCW 9.46.0277; RCW 9.46.0209). The Office of Student Programs does not have a gambling license. A door prize is when a randomly selected attendee is recognized with a prize for attending; this is usually a nominal prize. Door prizes are allowed, and students should refrain from using the term raffle in connection to an event. Individuals who coordinate or assist with an event are not eligible to receive prizes at that event.

## COLLEGE FACILITY USE

Programs and active chartered clubs may book campus rooms and facilities without charge for their meetings and events. In all cases, a student from the club or program must make the booking for the room. Depending on your room setup, date and time of your event, personnel charges may be charged to Clubs and Programs. Policies may vary with the type of facility requested. The club advisor is required to be in attendance after hours.

Community partners may only book rooms through the Events office (Room C117) and pay the appropriate rental fee for the room.

No club may reserve facilities for use by another organization.

## DECIDING WHICH ROOM TO BOOK

When deciding upon what room to reserve, please give careful thought to the type of event you are holding (i.e., a club meeting, bake sale, speaker, music, dance, etc.) and the number of expected attendees. If you have any questions, or would like help, please contact Abby Lynn or Nora Lance.

## PRINTING & PUBLICITY

Free graphic design services are available through the Campus Activities Board (CAB). The only costs for publicity are those required to print the materials. Services include: posters designed by CAB graphic designers; publicizing on the BC Calendar, and creating a banner. All printing is performed by the college's Print Services. Please see the CAB Printing Request form for prices and to submit a Publicity Request. Pick up form and submit to the Front Desk. Submit your request for publicity at least 3 weeks prior to your event; any rush jobs are charged an extra $25 to your budget, no exceptions. For any events involving food, posters must be up on the bulletin boards 10 days prior to the event.

**Graphic Design Requests**

For graphic design services please submit a Publicity Request Form at the Front Desk in Student Programs.

Please submit requests a minimum of three (3) weeks before the event to ensure the timely completion of design, printing, advertising and posting. The club advisor must sign any Graphic Design Requests before they are submitted. Advisors are required to approve the final draft. Please note that the CAB design team are students and have limited work hours, so plan accordingly. Requests are completed on a first-come, first-served basis. Requests that are submitted late may not be completed on time and can incur extra charges to your budget.

**Printing Check List**

* You have spell-checked the document and proofed it for accuracy.
* BC's policy 4150 EEOC nondiscrimination statement is included on any document to be used for advertising purposes. For word documents, use Arial and Adobe use Helvetica fonts no smaller than size nine. The approved abbreviated statement is provided below:
“Bellevue College does not discriminate on the basis of race, color, national origin, language, sex, sexual orientation, including gender identity or expression, disability, or age in its programs and activities. Please see policy 4150 at [www.bellevuecollege.edu/policies/](http://www.bellevuecollege.edu/policies/). The following people have been designated to handle inquiries regarding non-discrimination policies: Title IX Coordinator, 425-564-2641, Office C227, and EEOC/504 Compliance Officer, 425-564-2266, Office R130.”
* All artwork, photos and graphics are properly credited to the creator and follow the BC's Copyright Policy. Visit <https://www.bellevuecollege.edu/policies/id-3600/>
* Must follow the BC Style Guide: https://www.bellevuecollege.edu/styleguide/
* All individuals in posed portrait photographs must have a signed a photo release, which is available at the front desk in Student Programs.
* A Project Plan has been submitted and approved by Student Programs.

**Designing your Own Poster**

Club and Programs may design their own posters but need to follow the Printing Request Information above.

Email your files to CAB@bellevuecolleg.edu. This email reaches the entire CAB design team including their supervisors. Please do not email their supervisor directly. The designers may need to make adjustments to your file to meet BC style content.

**Display Case**

Clubs and Programs may reserve the display case in the Cafeteria. During peak usage a club or program may reserve for one week, per quarter. Please contact the Student Programs front desk to reserve the display case.

**Art and Craft Supplies**

Art and craft supplies are located in the CAB area. Use of the art and craft supplies is free of charge and can be scheduled through CAB.

**A-Boards for Event Advertising**

Student Programs has A-Boards available for event advertising. An A-board may only be used the same day as the club event being advertised (if the event is in the evening, they must be returned the following morning). The club that checks it out is responsible for returning it clean of any posters or tape. If it isn’t clean upon return, the club may lose the privilege to check the A-Boards out. If it is damaged, lost or stolen, please contact the Student Programs Front Desk. To check out and A-board, contact the Student Programs Front Desk. If you need several A-board for your event, please contact us to make arrangements with the Events Office for additional A-boards.

**Club and Program Websites**

The college maintains server space for clubs, programs and students who wish to have their own websites. These are located on the Student Web at <http://studentweb.bellevuecollege.edu>. We encourage all clubs and programs to have a website on studentweb. Even if you have an external website, create one on studentweb and direct to your external website. For information about the studentweb, contact Tess McMillan.

**Travel Process**

1. Submit a Project Plan outlining the travel according to the timeline above.
2. The Project Plan will be reviewed and approved by Student Programs. You will be prompted to submit a Travel Information Form with details of your travel.
3. Once project plan is approved, obtain any funding needed for the travel, including funding requests for funds from ASG.
4. Once funding is secured, meet with Lyneen Patnoe to discuss travel arrangements in your Travel Information Form.

Additional paperwork and steps will be necessary for car rentals and air travel.

Club advisors or their substitute must attend all approved travel with students. Only Bellevue College students and the accompanying advisor may utilize club funds for travel.

If you will be driving with passengers, whether in your own car or a rental vehicle, you will be required to complete an online Safe Driver Training and we will obtain your driving record from the Washington State Patrol. DUIs and reckless driving in your record may disqualify you to drive. You must be over 18 years old and have had a driver’s license for at least two years. For information and driver training, please email Lyneen Patnoe.

**Receipts and Reimbursements for Pre-Approved Travel Expenses**

All travel expenses must be pre-approved (hotel, air, car rental, parking, meal per diem). All original receipts pertaining to your approved travel must be submitted to Lyneen Patnoe within ten working days. Make a copy for your file. Lyneen will help you fill out a Travel Expense Voucher and will complete the paperwork necessary for you if you have any reimbursements. If you have additional questions about travel, please email Lyneen Patnoe.

## PURCHASING

We are a sustainable campus and have very limited storage for purchased supplies. Therefore, before making any new purchases, consider the many supplies we already have, including balloon weights, vases, battery operated tea lights, string lights, and various holiday decorations. Please email Abby Lynn and Nora Lance for a meeting to see what is in our storage room.

After approval, work with Chris Stoynov for purchases. We prefer to use the school procurement card (P-card) for online purchases and local purchases when possible. You must receive approval from us for all purchases, even those you wish to make yourself. If you purchase a pre-approved item with your own money, you must bring us your original receipt within ten (10) days of the purchase in order to be reimbursed. Make a copy for yourself. No exceptions.

All club purchases that are mailed must be mailed directly to Bellevue College in care of a Student Programs staff. Club purchases cannot be shipped to a personal address.

**Catering Policy-First Right of Refusal**

BC Food Services has the first right of refusal for providing any food and beverage for your event.

They determine whether they will authorize you to purchase the food off-campus or they will order the food for you. Food Services will have a list of approved caterers who can cater your event if Food Services authorizes you to purchase food off-campus. Please note that this is a standard policy on all college campuses.

Clubs may not purchase food and/or drink for club meetings with S&A funds. Club can use money raised from fundraising. On Campus Advance Approval form is required.

**Receipts and Reimbursements for Pre-Approved Event Expenses**

If you have pre-approved expenses for your event such as flowers, table decorations, utensils and paper products, you will need to submit receipts within 10 working days after the conclusion of your event or activity. Bring your original receipts to Chris Stoynov in Student Programs. Make a copy of the receipt for your file. Fill out a Reimbursement Form. If you have additional questions about purchases, please email Hristo (Chris) Stoynov.

## CLUB FUNDRAISING

Club fundraising activities are regulated to comply with Bellevue College, the State of Washington, and the State of Washington Auditor’s Office policies and procedures.

Fundraising requires a Project Plan and approval. Fundraising requires orientation from Chris Stoynov.

All funds raised must be deposited with the Student Programs Office within 24 hours after the fundraiser. This is a Washington State law.

**Depositing Fundraised funds**

After the money has been counted at the conclusion of the event, bring all funds to Chris Stoynov to receive a deposit slip and budget code. You will need to immediately take the funds to the Cashiers Office for deposit and bring the deposit slip back to Chris. In the event of multi-day fundraisers, funds must be deposited daily utilizing the process above. Exceptions to this procedure may be made due to events being after business hours. In that case, you will have received a lockable bank bag to use for depositing money and you’ll need to be escorted by Public Safety to drop the bag in the Night Deposit slot at the Cashier’s Office. Call Public Safety after your event at (425) 564-2400 to request an escort.

Fundraising activities must be in accordance with the following:

* The student initiating the fundraising or sales must be one of the officers or designated representatives of the club.
* No monetary gain will accrue to individual members of the club.
* The activity itself must provide a benefit to the students of Bellevue College.
* The club must use an approved fundraising log (obtain the log from Chris Stoynov).
* You may request a Change Fund (a small sum of money to make change for your fundraiser). Request the Change Fund one week in advance. The Change Fund must be returned to Chris Stoynov immediately following your fundraiser.

**Bake Sale**

Any club or program may have up to three bake sales per quarter. All items for the bake sale should be donated, home-made, individually-wrapped, and baked goods that don’t require refrigeration or heating.

**POLICY FROM PUBLIC HEALTH:**Nonprofit organizations may offer homemade, non-potentially hazardous baked items for religious, charitable, or educational purposes; provided that the baked items are prepared and wrapped in a sanitary manner and the consumer is informed by a clearly visible placard at the sales or service location that the foods are prepared in a kitchen that is not inspected by a regulatory authority.

* **Acceptable bake sale items** include cookies, muffins, brownie, double crust fruit pies and bread.
* **Unacceptable Foods such as pumpkin pie, sweet potato pie, meat pies, fish products, meat filled pastries, custards, cheesecakes and whipped cream toppings are not allowed. If you have any questions regarding what is not unacceptable, please see Student Programs staff.**

Bake sales are scheduled on a first come first served basis, by submitting a Project Plan. There can be only two bake sales per week.

## MONITORING YOUR BUDGET

Student Programs monitors all club budgets. Club account information is available online through the Student Programs website. Clubs must monitor money spent and revenue produced in order to avoid overspending or a revenue shortfall. Please contact Chris Stoynov with any questions about your budget.

**Revenue**

Revenue generated by a club or program, but not used during the fiscal year will be rolled over into the next year’s club budget. If the Club has not re-chartered for a full year, the funds will be rolled into to a general fund.

**Fundraising for Charitable Organizations**

If you are interested in organizing a fundraiser to provide a donation to a charitable organization, submit a Project Plan. Once approved email Chris Stoynov. He will need information about the organization (name, address, etc.) No S&A funds may be used for fundraising for Charitable Organizations.

**Off-Campus Fundraising**

Clubs and Programs must submit a Project Plan to see approval for Off-campus fundraising. The BC Foundation is the only authorized organization on campus legally authorized to conduct off-campus fundraising. This agreement between Bellevue College and the Bellevue College Foundation can be found under policy 1700 and procedure 1700P.

## ANY QUESTIONS?

For any questions or clarifications, please email Abby Lynn or Nora Lance in the Student Programs Office.